



LOS ANGELES COUNTY
WELFARE TO WORK BULLETIN

NUMBER: W00-04

SUBJECT: WtW Client Forms Handbook and Users
Guide (**Revised**)

DATE: August 7, 2000

EFFECTIVE DATE: Immediately

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TO: ALL WELFARE-TO-WORK SERVICE PROVIDERS

The Los Angeles County Community and Senior Services department will be utilizing the enclosed revised Welfare-to-Work (WtW) Client Forms Handbook, WB00-25, and WtW Users Guide, WB00-26, developed by the Job Training Partnership Division of the Employment Development Department (EDD). This handbook and guide, their forms and definitions, are still in draft format and awaiting final revisions. These forms are also available through the EDD web site at <http://www.edd.cahwnet.gov/wtowinbu.htm>. You will be notified when the pressure sensitive forms become available, until that time please continue to use photocopies of the forms.

Please contact Michael Arredondo at (213) 738-2786 regarding Access codes or Staff ID numbers. For questions regarding eligibility or completion of the forms, contact Karen Herberts at (213) 351-8924. **Please keep all original MIS forms with your required documents for the retention period stated in your contract terms and conditions.**

The WtW Application/Registration form has been revised to reflect the new eligibility criteria. The new form is contained within the enclosed EDD Information Bulletin WB00-36. This form supercedes the Application/Registration form contained within WB00-25. At this time, all the other forms and instructions contained within the original Los Angeles County Welfare-to-Work Bulletin W00-04 remain in force.

Kenneth Kessler, Director
Employment and Training

Enclosures

TO: LOCAL WORKFORCE INVESTMENT AREAS
WELFARE-TO-WORK 15 PERCENT SUBGRANTEES
DOL WELFARE-TO-WORK 25 PERCENT SUBGRANTEES
COUNTY WELFARE DIRECTORS
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES STAFF
EDD EXECUTIVE STAFF
WID STAFF

SUBJECT: REVISED WtW APPLICATION/REGISTRATION FORM

The Welfare-to-Work (WtW) Application/Registration form (WtW 10 EWFR) in the Job Training Automation (JTA) system has been revised as a result of the 1999 WtW Grant program amendments. A JTA system release notice will be issued regarding the system changes. The WtW Information Bulletin WB00-33 provides additional information on the WtW Grant amendments including changes to client eligibility and allowable activities.

As stated in WB00-33, any new individuals enrolled into the WtW Grant program beginning July 1, 2000, must be eligible under the new criteria. However, in order to expend WtW Grant program funds prior to October 1, 2000, new clients enrolled must meet both the old (pre-July 1, 2000) and the new (July 1, 2000) eligibility provisions.

The new eligibility criteria have been added to the attached revised WtW Application/Registration form. For the time period July 1, 2000, through September 30, 2000, the JTA system will calculate eligibility on both the new and the old criteria. As further backup documentation, program operators are advised to use the WtW eligibility checklist transmitted with WB00-33 for each new individual enrolled between July 1, 2000, and September 30, 2000.

Several of the new eligibility criteria will require a State or local definition. When the WtW regulations are issued, the State will distribute additional guidance and revise the *WtW Client Forms Handbook*.

The following is a list of the changes made to the attached WtW Application/Registration form:

1. Box 19 (new)—*Currently Receiving Temporary Assistance for Needy Families (TANF)*. Indicate whether the applicant is receiving TANF (California Work Opportunity and Responsibility to Kids [CalWORKs] in California) at the time of application. If the applicant is a noncustodial parent, this information is not applicable to the noncustodial parent's eligibility. Therefore, the "No" box should be selected.

2. Box 23 (new)—*TANF Exhausted-Otherwise Eligible*. Indicate whether the applicant is no longer receiving TANF/CalWORKs assistance due to the federal 60-month lifetime limits on aid, but would otherwise be eligible for TANF assistance. If the applicant is a noncustodial parent, indicate whether the custodial parent or minor child has exhausted TANF/CalWORKs due to the lifetime limits.
3. Box 24 (two new items added)—*Noncustodial Parent*. New Item 4 is selected if the noncustodial parent's minor child received TANF/CalWORKs assistance in the 12-month period before the date of eligibility determination, but no longer receives assistance. New Item 5 is selected if the noncustodial parent's minor child is eligible for or is receiving assistance under the Food Stamp Program, the Supplemental Security Income program, Medicaid, or the Children's Health Insurance Program.
4. Box 25 (new)—*Noncustodial Parent Status*. Under the new eligibility requirements, the noncustodial parent must meet one of the following criteria: unemployed, underemployed, or having difficulty in paying child support. The Department of Labor (DOL) suggests using the definition of "unemployed" provided under the Workforce Investment Act (WIA), which is "an individual who is without a job and who wants and is available for work." Additionally, DOL has stated that the State should define "underemployed" in consultation with local entities and that "having difficulty in paying child support" should be defined by Local Workforce Investment Boards (LWIB) in consultation with local competitive grantees and State or local child support enforcement entity. The State will issue further guidance regarding these definitions when the WtW regulations are finalized.
5. Box 40 (new)—*Custodial Parent Below Poverty Level*. This item is a new 30 percent provision. If a custodial parent has an income below the poverty line, he or she may be served under the 30 percent provision. The DOL expects that the definition of income will be the same as the WIA income definition. As more information is available, the State will issue guidance.
6. Box 41 (new)—*TANF with LWIB Defined Barriers Self-Sufficiency*. This is also a new 30 percent provision that allows the LWIB to define barriers to self-sufficiency for individuals currently receiving TANF/CalWORKs assistance.
7. Box 42 (new)—*Former Foster Care Youth*. An additional new 30 percent provision is the former foster care youth. This client group is youth aged 18 to 24 who before attaining 18 years of age were recipients of foster care.
8. Box 45 (two new items added)—*Eligibility*. Added "C" Amended 70 percent provisions and "D" Amended 30 percent provisions to this field. The JTA system will calculate the new 70 (C) and 30 (D) percent eligibility provisions and indicate whether an individual is eligible under these categories. As stated earlier, in order to expend WtW grant funds prior to October 1, 2000, a new enrollee must meet both the new and the old eligibility criteria. The JTA system will continue to indicate the old eligibility (A and B) in addition to the new (C and D) until October 1, 2000.

The DOL has issued a revised WtW question and answer (E27) regarding the transfer of an individual from 30 percent to 70 percent. Individuals enrolled under the 30 percent provisions prior to July 1, 2000, may be eligible under the new 70 percent provisions effective July 1, 2000. If these conditions exist, operating entities may transfer the individual to 70 percent and begin expending funds under the 70 percent category. We

will be making changes to the JTA system to allow this transfer and will be issuing additional information and a JTA system release in the near future.

If you have any questions related to the JTA system, please contact the JTA Help Desk, at (916) 653-0202. Questions related to the new WtW eligibility requirements can be directed to Lynora Sisk, at (916) 654-7854.

/S/ BILL BURKE
Chief

Attachment

State of California

WELFARE-TO-WORK APPLICATION / REGISTRATION

Subgrantee Name	
01 Application Number	
02 Social Security Number	

03 Application Date 		04 Last Name		05 First Name		Middle	
06 Street Address (Residence)		City State (Residence)		07 ZIP (Residence)		08 Phone (Residence) ()	
09 Mail Street		Mail City State		10 Mail ZIP		11 Message Phone ()	
12 GEO Code (Optional)	13 Gender 1 Female 2 Male	14 Birthdate 	15 Age	16 Citizen 1 U.S. Citizen 2 Eligible Non-Citizen 3 Ineligible Non-Citizen	17 Alien Doc #	18 No. Dependents (Include Participant)	19 Currently Receiving TANF 1 Yes 2 No
20 TANF Case No.	21 TANF Assistance for 30 or More Months 1 Yes 2 No	22 Within 12 Months of TANF Limit 1 Yes 2 No	23 TANF Exhausted-Otherwise Eligible 1 Yes 2 No	24 Noncustodial Parent 1 Yes, Custodial Parent Receiving TANF 2 Yes, Custodial Caretaker Receiving TANF 3 Yes, Minor Child Receiving TANF 4 Minor Child Received TANF Past 12 Months 5 Minor Child Eligible for TANF/CalWORKs or Receiving FS, SSI, Medicaid, or CHIP 6 No			25 Noncustodial Parent Status 1 Unemployed 2 Underemployed 3 Difficulty Paying Child Support 4 No
26 Reading Grade	27 Math Grade	28 Highest Grade Completed	29 School Dropout 1 Yes 2 No	30 Received GED 1 Yes 2 No	31 Education Status (Attended) 1 Elementary School 6 2 Yr. College Graduate 2 Secondary School 7 4 Yr. College Graduate 3 High School Graduate 8 Post Grad Work/Degree 4 Voc/Tech School 9 No School 5 Some College		
32 Limited English Speaking 1 Yes 2 No	33 Teen Pregnancy 1 Yes 2 No	34 Teen Parent 1 Yes 2 No	35 Poor Work History 1 Yes 2 No	36 Homeless 1 Yes 2 No	37 Disabled 1 Yes 2 No	38 Substance Abuse 1 Yes 2 No	39 Locally-Defined Characteristics 1 Yes 2 No
40 Custodial Parent Below Poverty Level 1 Yes 2 No	41 TANF With LMB Defined Barriers Self-Sufficiency 1 Yes 2 No	42 Former Foster Care Youth 1 Yes 2 No	43 State Match 1 Yes 2 No	44 10% Window 1 Yes 2 No	45 Eligibility A 70% Provision B 30% Provision C Amended 70% Provisions D Amended 30% Provisions X Ineligible Y Fed 70% Provision Z Fed 30% Provision		
46 Ethnicity (Circle One) AA Asian Indian AB Cambodian AC Chinese AD Filipino AE Guamanian AF Hawaiian AG Japanese AH Korean AI Laotian AJ Samoan AK Vietnamese AL Other Asian/Pacific Islanders BL Black-Not Hispanic HI Hispanic NA American Indian/Alaskan Native WH White							
Signature of Interviewer				47 Interviewer ID		Date	
Signature of Reviewer				48 Reviewer ID		Date	
Client Certification: My signature below indicates that I have been informed of and understand the information contained on this form. I certify under penalty of perjury that all of the above information is true and complete. I agree that any information I have supplied is subject to verification. I understand that falsification of any item is grounds for termination from the Welfare-to-Work program and may result in action to recover any moneys paid to me while participating.							
Signature of Client				Date	Signature of Parent, Guardian or Responsible Adult		Date
Remarks:							

WTW 10 EWRP (7/00)
(INTERNET)